



**DEFENSE LOGISTICS AGENCY  
DEFENSE CONTRACT MANAGEMENT COMMAND  
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JUL 17 1996

IN REPLY  
REFER TO AQBA

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT DISTRICTS

SUBJECT: DCMC Memorandum No. 96-27, Performing Contract  
Administration Services (CAS) on Military Installations  
(POLICY)

This is a POLICY memorandum. It expires when content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target Audience is All DCMC Employees. DFARS 242.203 was revised to remove some of the barriers to DCMC performing CAS on military installations. However, after reviewing some of the assignments we have accepted in this area, and in light of our resource constraints and the volume of new CAS assignments we are receiving (e.g., privatized military bases, Military Sealift Command, etc.), I think a further clarification of the Command policy on performance of CAS on military installations is warranted.

As the principal provider of CAS for the Department, it is natural for customers to look to us to ensure their interests are protected in the post award arena. I would expect contract administration offices to routinely accept assignments to perform CAS on military installations for such efforts as administration of contracts that are unrelated to the basic mission of the installation, or when a contractor's industrial operation is located on a military base because of the availability of real estate. However, we must also ensure that the assignments we accept are those where our assumption of CAS will truly add value to our customers. In most cases administering base service contracts for laundry services, mess attendants, mortuary services, and grounds maintenance, do not require either the specialized skills that DCMC professionals possess or the rigorous level of CAS that we perform. Therefore, each request for CAS on a military installation must be carefully examined to ensure that the contract actually does require the types of skills possessed by our workforce, and that those skills are unavailable at the installation.



If, after careful consideration of a request for CAS at a military installation, it is decided that no DCMC specialized skills are required for administration of the contract, local Commanders should request concurrence from District Commanders prior to turning down the delegation. The customer should be provided with an explanation that in our opinion DCMC's skills would not be utilized well in administration of the contract, and that the installation would appropriately be more suited to administer the contract. However, requests for CAS should never be turned down because of local DCMC resource shortfalls. All such requests that would impose a significant resource impact on the contract administration office should be elevated through the District Commander to the DCMC Resource Utilization Council. My position on accepting contracts at contractor facilities is that I still reserve the right to refuse all such requests personally.

This policy does not include requests for DCMC CAS services in a contingency environment. All such requests should be accepted, and the resource requirements reported in the same manner as described above.



ROBERT W. DREWES  
Major General, USAF  
Commander